

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

Tourism Promotion - Participate in Developing Competencies of Executive Secretaries, Personal Assistants & Office Staff from 15-11-2010 to 19-11-2010 at Goa -Sanction of Registration Fee - Orders Issued.

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YOUTH ADVANCEMENT, TOURISM & CULTURE (PMU) DEPARTMENT

G.O.Rt.No. 988.

Dated 06-10-2010

Read:-

From Sri R.D.Mishra, Director & Head, National Productivity Council, New Delhi, Lr. No. HR/PAPS/55/2010, Dated 01-08-2010.

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ORDER:-

In the letter read above, the Director & Head, National Productivity Council, New Delhi has informed that the National Productivity Council, New Delhi is organizing the Residential Programme on Developing Competencies of Executive Secretaries, Personal Assistants & Office Staff from 15-11-2010 to 19-11-2010 at Goa and requested to participate in the above said work shop and also informed that the programme fee is Rs.31,500/- for each participant including all taxes.

2. Government, after careful examination of the matter, hereby nominate Three Officers from YAT & C Department to participate in the Programme on “Developing Competencies of Executive Secretaries, Personal Assistants & Office Staff” from 15-11-2010 to 19-11-2010 at Goa and also sanction an amount of Rs.94,500/- (Rupees Ninety Four Thousand Five Hundred Only) towards program fee to participate in the above said work shop which includes Boarding and Lodging, faculty charges, and stationary etc.,

3. The amount sanctioned at para-2 above shall be debited to the following Head of Account :

“3452 - Tourism, 01 - Tourist Infrastructure, 102 - Tourist Accommodation & Other facilities to Tourists - Schemes included in PLAN, 11 - Normal State Plan SH(13)- 500- Other Charges, 503 - Other Expenditure”.

4. The Assistant Secretary to Government and Drawing & Disbursing Officer, YAT & C (PMU) Department shall draw the Demand Draft from Permanent Advance of PMU, initially infavour of “National Productivity Council” New Delhi. He shall recoup the amount duly submitting the paid bills to the Deputy Pay and Accounts Officer, Secretariat Branch, Hyderabad.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

JAYESH RANJAN
SECRETARY TO GOVERNMENT (T)

To
The Assistant Secretary to Government and Drawing and Disbursing Officer,
YAT & C Department.
The Assistant Accounts Officer, YAT & C (PMU) Department.
The Deputy Pay & Account Officer, Secretariat Branch, Hyderabad.

Copy to:

The YAT & C (PMU - Claims) Department,
SF/SC.

//Forwarded :: By Order//

SECTION OFFICER